

United States Government

Department of Energy (DOE)

memorandum

Savannah River Operations Office (SR)

DATE: **JAN 31 2006**

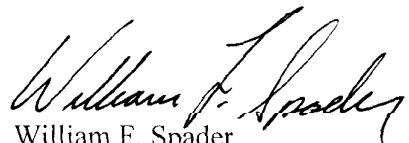
REPLY TO
ATTN OF: HRMDD (Larke / (803) 952-9764)

SUBJECT: DOE-SR Annual Workforce Analysis and Staffing Plan Report

TO: Chairman, Federal Technical Capability Panel

The DOE-SR Workforce Analysis and Staffing Plan Report is attached.

If you have any questions, please contact me or have your staff contact Barbara Larke at
803-952-9764.



William F. Spader
Federal Technical Capability Agent

HRMDD:BGL:bjt

HRMDD-06-1089

Attachment:
DOE-SR Annual Workforce
Analysis and Staffing Plan Report

cc: Dana Bryson, ORP

DEPARTMENT OF ENERGY (DOE)
SAVANNAH RIVER OPERATIONS OFFICE (SR)
Savannah River Site (SRS)
Annual Workforce Analysis and Staffing Plan Report
As of January 3, 2006

Section One: Current Mission(s) of the Organization and Potential Changes

1. Types and magnitude of technical capabilities currently needed for safe operations in hazardous facilities (non-nuclear and nuclear facilities including radiological facilities) or activities:
 - Operation of Hazard Category 2 and 3 Nuclear Facilities (Defense Waste Processing Facility, F- and H-High Level Waste Tank Farms, H-Canyon/HB-Line, Saltstone Disposition Facilities, and E-Area Solid Waste Management Area Facilities)
 - Deactivation and Decommissioning (D&D) of two Hazard Category 1 Facilities, and one Hazard Category 3 facility, one significant radiological facility, and decommissioning of 54 industrial facilities
 - Deactivation of the F- Canyon Complex and surveillance and maintenance of deactivated reactors
 - DOE direct-managed design and construction (Glass Waste Storage Building #2) supporting the high level waste disposition
 - Treatment and storage of spent nuclear fuel
 - Operation of the Savannah River National Laboratory
2. The DOE-SR mission has not changed; however, the following will impact the resources required to support the mission:
 - Re-competition of the prime Savannah River Site management contract
 - Utilization of the Indefinite Delivery, Indefinite Quality (ID/IQ) contracts
 - Construction of the Actinide Removal Process (ARP) Facility (in progress), ready for Hot Operations (forecast: late 2006)
 - Design, construction, and startup of Salt Waste Processing Facility (SWPF) - schedule under review for design and initiation of construction (Section 3116 Waste Determination Impact)
 - Construction, startup and operation of Modular Caustic Side Solvent Extraction Unit (MCU) - construction in progress, ready for Hot Operations (forecast: late 2007)
 - Startup of Mobile Repackaging System (MRS) - undergoing Readiness Assessment, ready for Hot Operations (forecast: early 2006)
 - Startup of Nondestructive Assay (NDA) system – construction in progress, ready for Hot Operations (forecast: late 2006)
 - Startup of Nondestructive Examination (NDE) system – construction in progress, ready for Hot Operations (forecast: late 2006)
 - Implementation of Design Basis Threat (DBT) – Security upgrades to meet the requirements of DOE O 470.3, Design Basis Threat Policy

Section Two: Technical Staffing

See attached Technical Staffing Summary.

Section Three: Current shortages and plans for filling them

The known shortage of technical personnel required to support safe operations of SRS facilities includes:

Position	Psns Req	Comments	Plans for Filling Positions
Criticality Safety	1	To provide safety oversight and safety expertise (defense in depth) coverage	This position will be filled at the entry level or through the career intern program. An exception to the EM hiring restriction must be submitted and approved before this position may be advertised and filled.
Nuclear Safety Specialist	2	To provide safety oversight and safety expertise (defense in depth) coverage	Temporary support will be solicited from the CBC, or the service will be purchased, as required.
Industrial Hygienist	1	Only one expert is currently at SR. One employee retired and an additional resource is needed to support deactivation and decommissioning workload concerns.	This position will be filled at the entry level or through the Career Intern Program. An exception to the EM hiring restriction will be prepared.
Construction Management and Engineering	2		Existing staff within DOE-SR can either be matrixed and/or realigned to support this work. One employee currently performs this function as a collateral duty assignment. Another employee is qualified to perform this work.
Facility Representative	6	Attrition, future decommissioning in C-, P- and R-Reactor Areas, and mission change that extends to F-Canyon operations will require unplanned increase in FR coverage.	Three positions will be filled at entry level or through the Career Intern Program and three will be filled at the full performance level. An exception to the EM hiring restrictions must be submitted and approved before these positions may be advertised and filled.
Fire Protection Engineer	1	To provide defense in depth coverage and to support potential attrition	This position will be filled at the entry level or through the Career Intern Program. An exception to the EM hiring restriction will be prepared.

Section Four: Projected shortage/surplus over next 5 years

This workforce analysis and the DOE-SR 5-Year Workforce Management Plan (WMP) identifies skill gaps and the process for transitioning employees affected by the closure of SRS facilities. The focus of the WMP is managing the workforce by reassigning/realigning and/or retraining the existing workforce to perform work more directly tied to critical cleanup activities. The Leadership Team will manage the workforce more creatively and efficiently to maintain the current size of the DOE-SR Federal workforce while preserving competence, maintaining diversity, and meeting mission objectives.

DOE-SR is required to obtain approval from DOE Headquarters before filling any positions from outside sources or before filling any positions through the competitive process. DOE has an aging workforce, and the strategy is to maintain and preserve the technical and business knowledge base by filling as many positions as possible.

Over the next 5 years, DOE-SR plans to redirect the work of current employees, as work is completed, to fill any voids created by attrition and downsizing. The Buyout/Early Out authorities will be used as work is completed to eliminate any surplus occupational series and grades.

Section Five: General concerns or recommendations related to the technical staffing

Increased D&D activities of Hazard Category 2 Facilities will necessitate the need to hire or develop decommissioning safety basis expertise.

The implementation of the DOE-SR ID/IQ Acquisition Strategy may result in a re-evaluation of the skill gaps based on the defined scope of work. Until the Request for Proposal for the SRS Contract Acquisition Strategy is released, it is premature to determine the significance of the impacts this change will have on the DOE-SR workforce and skills.

DOE-SR is currently below the authorized staffing level; however, there is a continuing requirement to request approval to advertise and fill positions competitively. Justifications must be developed and approvals granted before positions are advertised and filled.

DOE will fill vacant positions at the entry level by utilizing existing appointing authorities like the Career Intern Program to ensure that knowledge, where appropriate, transfer is achieved.

TECHNICAL STAFFING

Number of Hazard Category 1, 2, or 3 Nuclear Facilities:***190**
 Number of Radiological Facilities:**40**
 Number of High or Moderate Hazard Non-Nuclear Facilities: **0**
 Number of Low Hazard Non-Nuclear Facilities:**13**
 Number of Documented Safety Analysis (DSA):**15**
 Number of Safety Systems:**108**
 Number of Contractor FTEs:**10,278**
 Number of Federal FTEs:**333**

(*Includes all support facilities)

TECHNICAL STAFFING SUMMARY

TECHNICAL CAPABILITY	# NEEDED	# ON BOARD	COMMENTS
Authorization Basis (AB)* <small>*Not a DOE Functional Area Qualification Standard, but recognized as Critical Technical Capability for which established FAQs may be supplemented to enhance workforce competence.</small>	12	12	
Aviation Manager	1	1	The individual who maintains this technical capability is qualified in Safeguards and Security. This is a collateral duty assignment for this SME.
Aviation Safety Officer	1	1	The individual who maintains this technical capability is qualified in Fire Protection Engineering. This is a collateral duty assignment for this SME.
Chemical Processing	3	3	
Civil/Structural Engineering	5	5	
Construction Management	2	0	Two DOE-SR employees have previously qualified in this functional area and could re-qualify for this functional area within a reasonable period of time and may be used as SMEs.
Criticality Safety	4	3	Three employees are currently assigned to this functional area, two are currently qualified and one will qualify within 6 to 12 months. An additional resource is needed in this functional area. (See section three).
Decontamination and Decommissioning	1	1	One employee is assigned to this functional area; however, there are other employees who can perform D&D work.

TECHNICAL CAPABILITY	# NEEDED	# ON BOARD	COMMENTS
Electrical Systems	3	2	An additional resource is needed to support cable aging and electrical activities. Currently only minimal resource time is allocated to review and provide oversight to this function. Current employees with the requisite skills may be reassigned to perform this function. No staffing action required.
Emergency Management	2	3	One employee in this functional area may be considered for reassignment to another functional area.
Environmental Compliance	15	15	
Environmental Restoration	10	10	
Facility Maintenance Management	1	0	The current SME for this functional area may be reassigned to perform these duties or other employees with prior experience in this functional area may be required to perform these duties on a collateral basis. No staffing action required.
Facility Representative (FR)	33	27	Three of these positions are expected to be filled at the entry level or as career interns. The other three are expected to be filled at the full performance level. An exception to the EM restriction is required before these positions may be advertised and filled competitively.
Fire Protection Engineering	3	2	Two employees are qualified in this functional area. One of the employees also serves in a collateral duty function as the SME for Aviation Safety. To maintain defense in depth posture, one position will be filled at the entry level or through the career intern program.
Industrial Hygiene	2	1	One position was vacated through a retirement in FY 2005 and will be filled at entry level when approval by EM HQ is granted to staff the position.
Instrumentation and Control (IC)	2	1	Minimal coverage has been allocated to this position; however, an additional resource is needed to perform IC reviews of nuclear safety systems. An employee performing in another TQP functional area may be reassigned to this functional area or matrixed to perform this work. No staffing action required.
Mechanical Systems	12	12	
Nuclear Explosives	0	0	None required.

Nuclear Safety Specialist	26	24	AB expertise is required to support D&D work which may be purchased, provided by the Consolidated Business Center, or matrixed from another DOE-SR organization. One qualified employee who has the requisite knowledge was recently assigned to a different TQP Functional Area. No staffing action required.
Occupational Safety	2	2	
Quality Assurance	1	0	The DOE-SR QA SME is qualified as a Nuclear Safety Specialist. No staffing action required.
Radiation Protection	4	4	
Safeguards and Security	15	15	One employee also serves in a collateral duty assignment as the SME for Aviation Manager and one serves in a collateral duty assignment as the SME for Aviation Safety Officer.
Safety Software Quality Assurance	1	1	
Safety Systems Oversight (SSO)* *Not a DOE Functional Area Qualification Standard, but recognized as Critical Technical Capability for which established FAQs may be supplemented to enhance workforce competence.	21	19	One employee resigned and another employee was transferred to NNSA. At present coverage is being provided by other employees until the positions are filled. No staffing actions are required since the employees would be required to qualify in other TQP functional areas.
Senior Technical Safety Manager (STSM)	19	17	Two SES vacancies (AMCP, AMWDP) currently under recruitment.
Technical Program Manager	1	1	Employee has been assigned to this functional area and is in the process of qualifying.
Technical Training	10	8	One employee who is qualified in this functional area was previously qualified as an FR and may be reassigned to an FR position. If the employee is reassigned, another employee within the organization will assume the Contractor Technical Training Oversight responsibilities. Two positions have been approved by the DOE-SR Manager for recruitment in Human Resources. One may be filled internally and the other externally. The external recruitment will be advertised at entry to full performance level.
Transportation and Traffic Management	1	0	One SME is not in the Technical Qualification Program, one is in a different TQP functional area and two other SMEs qualified in Packaging are in Safeguards and Security TQP Functional area. No staffing action required.

Waste Management	8	8	
Other (Project Management)	14	14	

NOTE: Except for the Safety Systems Oversight (SSO), the numbers above refer to the number of persons needed for filling technical positions, regardless of the portion of time they spend working the technical function. The SSO is a part-time duty and numbers are expressed in fractions of FTEs for that position. The same person may be included in multiple capabilities; therefore, these numbers are NOT additive.